

## Audit and Best Value Scrutiny Committee Work programme at a glance

Issue 11: February 2011

*Please note that this list is correct at the time of writing but may be subject to change. The order in which items are listed does not necessarily reflect the order they will appear on the final agenda for the meeting.*

<b>Issue</b>	<b>Objectives and summary</b>	<b>People giving evidence</b>
<b>Standing items appearing regularly at committee</b>		
Scrutiny work programme	<p>This is where new ideas and suggestions for scrutiny projects will appear whilst awaiting a decision to how to deal with them:</p> <ul style="list-style-type: none"> <li>• <b>NEETS</b> (Young people <b>N</b>ot in <b>E</b>ducation, <b>E</b>mployment or <b>T</b>raining): A joint (Audit and Best Value Scrutiny Committee and Children's Services Scrutiny Committee) briefing session was held on 28 February 2011.</li> </ul>	Chairman
The Council's Forward Plan	The Council's Forward Plan is included on each committee agenda to enable Members to identify relevant issues for scrutiny. Options for handling issues include: briefing paper request; item on a future scrutiny committee agenda to consider specific questions; or an in-depth scrutiny review.	

Quarterly Performance Monitoring reports against the Council Plan	<p>Reports provide a summary of the Council's performance covering activity within the committee's terms of reference. Key service targets assessed as 'amber' or 'red' are included in the report:</p> <ul style="list-style-type: none"> <li>• 'Amber' (where there is concern about the likelihood of achieving the performance measure by the end of the year) together with recommendations for action</li> <li>• 'Red' (where the performance measure is assessed as inappropriate or unachievable).</li> </ul>	Various officers as required
Internal Audit Progress Reports	Summary of quarterly key audit findings, highlighting significant control issues and reporting on delivery of the audit plan and internal audit services' performance against performance indicators.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
Strategic risk monitoring log	Provides a chief officer view of the strategic risks facing the authority.	Rawdon Philips, Insurance and Risk Manager (Corporate Resources)
South East 7 partnership	Programme of activity and quantifiable benefits of the "South East 7" councils arrangement to be reported and discussed at appropriate points as information becomes available.	

<b>4 March 2011</b>		
Reconciling policy and resources (RPR)	Update on outcomes from the 2010/11 process and lessons to take forward.	Paul Dean, Scrutiny Manager
External Audit Plan 2010/11	Sets out in detail the work to be carried out by Council's external auditors.	Richard Bint, Janine Combrink (PKF), Sandra Prail (Audit Commission), Duncan Savage, Assistant Director (Corporate Resources - Audit)
External Audit Report on Grants	External auditors are required to certify certain grant claims; this is an annual report summarising that grant work and highlights the key issues arising.	Richard Bint & Janine Combrink (PKF), Duncan Savage, Assistant Director (Corporate Resources -

		Audit)
Scrutiny review of the use of a) agency staff and b) consultants in ESCC	To consider: a) The latest information available about the use of agency staff via the Comensura project highlighting any key performance indicators that are causing concern b) Progress with the initiatives being put in place to better manage the ad hoc use of consultants by the County Council.	Leatham Green, Assistant Director, Personnel and Training Duncan Savage, Assistant Director (Corporate Resources - Audit)
External Audit Plan for East Sussex Pension Fund 2010/11	To consider and comment upon the External Audit Plan for the East Sussex Pension Fun for 2010/11.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
Economic development	To consider an update on progress with emphasis on: <ul style="list-style-type: none"> <li>• The evolution of the larger LEP (Local Enterprise Partnership) covering East Sussex, Essex and Kent and its bid for resources.</li> <li>• The practical activities and outcomes anticipated as the strategy is developed.</li> <li>• Developing effective means of engaging Members as the strategy is developed.</li> </ul>	Kieran McNamara, Assistant Director of Economy and Community Services Shelagh Powell, Senior Economic Development Manager.
<b>1 June 2011</b>		
Internal Audit Strategy 2010/11 and Annual Plan	Sets out the internal audit strategy, including key themes and detailed coverage across departments for the year ahead.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
Internal Audit Services – Annual Report and Opinion 2009/10	Provides an overall opinion on the Council’s framework of internal control; summarises the main audit findings and performance against key indicators.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
Monitoring Officer’s	Sets out an assessment of the effectiveness of the Council’s governance	Philip Baker, Assistant Director

Annual Review of the Corporate Governance Framework	arrangements and includes an improvement plan for the coming year, and the corporate assurance statement which will form part of the statement of accounts.	Legal and Democratic Services / Duncan Savage, Assistant Director (Corporate Resources - Audit)
External Audit and inspection fee letters 2010/11	Sets out the fees and high level work plans for our external audit (PKF) and inspection (Audit Commission) for the coming year.	Richard Bint & Janine Combrink (PKF), Sandra Prail (Audit Commission), Duncan Savage, Assistant Director (Corporate Resources - Audit)
<b>1 September 2011</b>		
Review of the Annual Governance Report and Statement of Accounts	Report of the external auditors following their audit of the Council's statutory accounts. It allows the committee to review the issues raised and assess the management response.	Amanda Walker, Deputy Director of Finance / Duncan Savage, Assistant Director (Corporate Resources - Audit) / Richard Bint (PKF)
Risk Management Annual report	Provides: an assessment of the adequacy of risk management arrangements; planned improvements for the year ahead; and an update on the strategic risk log.	Rawdon Philips, Insurance and Risk Manager (Corporate Resources)
Reconciling policy and resources (RPR)	To comment on the 2011/12 policy steers for Strategic Management & Economic Development and Corporate Resources in time for Cabinet to update the policy steers in October 2011. To establish a RPR Board of members to undertake more detailed investigations as required.	Chief Executive / Director of Corporate Resources
<b>9 November 2011</b>		
Audit and Inspection Annual Letter	Sets out the Relationship Manager's overall view of the Council's performance, including the CPA Direction of Travel Assessment, overall	Representatives from PKF, the Audit Commission /

	CPA scores and results of assessments and inspections by other bodies e.g. Commission for Social Care Inspection (CSCI) and Ofsted.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
<p>Contact Officer: Paul Dean, Scrutiny Manager, 01273 481751 or <a href="mailto:paul.dean@eastsussex.gov.uk">paul.dean@eastsussex.gov.uk</a></p> <p>Acronyms / Glossary</p> <p><b>RPR</b> Reconciling Policy and Resources – is the process used to develop the Council’s plans and budgets together. This process happens each year for the following financial year onwards.</p> <p><b>CAA</b> Comprehensive Area Assessment. Across England, local services are monitored by separate watchdogs and the CAA brought the work of these watchdogs together. The CAA was abolished in May 2010. The CAA replaced Comprehensive Performance Assessment (<b>CPA</b>), which ran from 2002 until 2008 and only assessed local authorities.</p>		